

**Expression of Interest (EoI) for Empanelment / Registration of Publishers/ Distributors/  
Vendors of supply Print Books for the Year**

The Bengaluru City University Library Invites Application for Empanelment of reputed book Publishers/Distributors/ Vendors for the procurement / Supply of Print books .

**Terms and Conditions for Empanelment of Print Book Publishers/ distributors /  
Vendors.**

1. The Print Book Publishers/Distributors/ Vendors must be a member of the Federation of Publishers and Book Sellers Association in India (FPBAI/ GOC/ Bangalore Book sellers & Publishers Association, Bangalore, certificate of registration must be attached.
2. Publishers/Distributors/ Vendors must provide a list of libraries they served, with the supply order minimum Rs. 5.00 Lakhs the along with a Satisfactory Supply Certificate from the universities or government institutions.
3. Publishers/Distributors/ Vendors must have a minimum average turnover of Rs. 45.00 lakhs for preceding three financial years (2020-21 ,2021-22,2022-23)
4. Audited annual statements and balance sheets as proof of minimum turnover for the last three financial years must be submitted, duly signed by a Chartered Accountant.
5. Publishers/Distributors/ Vendors must possess a Permanent Account Number (PAN) and a GST Number, and must provide their PAN along with copies of the Income Tax returns filed for the last three years.
6. Publishers/Distributors/ Vendors should be a distributor, dealer, publisher, exclusive agent, or preferred agent.
7. In case of Foreign Authors the Publishers/Distributors/ Vendors must have an proper authorization with reputed foreign publishers for importing books directly.
8. Publishers/Distributors/ Vendors should be able to procure and supply books from India within 30 to 40 days and from abroad within 40 to 60 days against specific orders.
9. All books must be supplied with authentic price proof from the publisher. For Indian books where the price is not printed, an official document for price verification must be submitted.
10. In the case of foreign publications, the original prices in foreign currency must be mentioned in the bill, along with the Indian rupee prices charged in accordance with the approved Good Office Committee (GOC) rates of exchange.

11. Any Publishers/Distributors/ Vendors found to have supplied old or remaindered books, or who defaults on supply without reasonable grounds, will be liable for blacklisting.
12. Publishers/Distributors/ Vendors found cheating by charging more than the actual prices & Supplying old books will be blacklisted.
13. For the Supply of titles with the little or no discount, prior approval (in the form of a proforma invoice) should be obtained, with the terms applied as per GOC norms.
14. Book Publishers/Distributors/ Vendors must provide books related to Bengaluru City University UG and PG department subjects at discount rates as per university curriculum.
15. Publishers/Distributors/ Vendors will exhibit the books in the university library at their own cost, bringing only the latest editions (2022 to 2024).
16. If supplies are not received within the stipulated time, Bengaluru City University reserves the right to cancel the order without further notice.
17. Bengaluru City University may empanel more than one supplier and is free to purchase books through any of them.
18. The empanelment will be for Two(2) year, extendable based on vendor performance and mutual consent.
19. Books received in mutilated condition must be replaced with fresh copies; damaged copies will not be accepted and will be returned at the Publishers/distributors/vendors cost.
20. Books must be delivered to the library at no extra charge; shipping and handling costs will be borne by the supplier.
21. In the event of an out-of-stock title or supply delay, written approval must be obtained, specifying the reasons for the delay.
22. Publishers/Distributors/ Vendors should not duplicate books (not stamped) or older editions may be returned even after supply.
23. Publishers/Distributors/ Vendors must maintain a functional email address for inquiries and orders.
24. Printed Books will be purchased as per university norms.
25. Providing incorrect or misleading information during the empanelment process may result in rejection of the application.
26. Publishers/Distributors/ Vendors must submit a declaration on stamp paper of Rs.100 stating they have not been blacklisted by any organization.
27. Agreed discounts shall be valid for Two (2) year, applicable from the date of the agreement.
28. The contract may be terminated if services are unsatisfactory, and security deposits will be forfeited.
29. Any legal disputes will be subject to the jurisdiction of a court in Bangalore.
30. The right to cancel or reject any books included in the list is reserved by Bengaluru City University.

31. Payment will be released as per to Bengaluru City University norms, after receipt of books in good condition, in accordance with the purchase order.
32. Earnest Money Deposit (EMD) of Rs.5000/- in the form DD in the name of Finance Officer, Bengaluru City University should be remitted along with the Application.
33. Publishers/Distributors/ Vendors who obtain the supply order has to deposit 5% of the Purchase Order as security deposit in the form of DD in the name of Finance Officer, Bengaluru City University this security deposit will be returned after Two (2) years of Empanel Term.
34. After supplying ordered books, the Publishers/Distributors/ Vendors will raise bills in triplicate, mentioning the order number and date. Bills should be raised in favor of The Registrar, Bengaluru City University.
35. If a Supply Order is placed without prior inquiry and the Publishers/Distributors/ Vendors does not respond within One Week , the order will be automatically cancelled.
36. The University reserves the right to terminate the registration/ empanelment of any firmat any time without assigning reasons. Firms will not be entitled to claim any compensation.
37. Any decisions by Bengaluru City University regarding publishers / Distributors / Vendors empanelment and book procurement shall be final.

(Note:Self-attested documents are to be enclosed. Applications should be sent via email to [registrar@bcu.ac.in](mailto:registrar@bcu.ac.in) hard copy must be submitted to Bengaluru City University .

University Librarian I/c

Registrar

**Application Form for Expression of Interest(EoI) for Registrations Publisher/  
 Distributor/ Vendors for the Supply of Print Books(s)**  
 ( Please read the Terms and Conditions carefully before filling form)

**A. Application Form:**

Sl.no		
1	Name of the Proprietor	
2	Name of the firm	
3	Postal Address (along with year of starting of the firm registration Certificate/ proof of document)	
4	a. Telephone	
	b.Mobile Number	
	b. E-mail address	
	C. Website , if any	
5	Are you a Member of / FPBAI ( The Federation of Publisher's & Book Sellers Association of India ) GOC( Good Office Committee) The Bangalore Book Sellers& Publishers Association. If so attach the relevant document.	
6	Are you a Publishers/ Distributors / Vendors exclusive or preferred agent of any publisher? If so, attached copies of the authority letter issued by the publishers along with details of your Vendors/ Publishers exclusive or preferred agency.	
7	Chartered Accountant certified copies of Income Tax returns for the proceedings of 3 years 2020-2021,2021-22,2022-23 along with copies of PAN /TAN numbers of partners / owners.	

Sl.no		
8	List of Libraries you have supplies books with a supply of a minimum Rs. 5 Lacs Attach satisfactory supply certificate from the university or Government Institutions.	
9	Provide the annual Chartered Accountant certified turn over of the firm for the last three consecutive years with documentary evidence :2021,2021-22,2022-23	
10	Provide an affidavit on a non-judicial stamp paper of Rs.100/- for not having been blacklisted/ delisted for minimum three(3) years by any of the University.	
11	Do you have an account with the foreign reputed publishers for importing books directly through them (Authorised document)	
12	EMD Rs.5000/- paid details	

### Declaration

- ❖ I/ we \_\_\_\_\_ ( Names of Proprietor(s) publishers/ Distributors / Vendors) hereby declare that the information provided in this application form are true to the best of our knowledge and that we shall be bound by the acts of duly constituted attorney, Bengaluru City University
- ❖ I/We also hereby declare that all matters related to Bengaluru City University shall be treated as confidential and no information shall be passed on to any unauthorized .
- ❖ I/ We have read and understood all the “ Terms and Conditions” of Library, Bengaluru City University, Bengaluru, as mentioned in this document and consciously agree to abide by them.
- ❖ If selected for empanelment, I/we agree to furnish a refundable security deposit of performance guarantee deposit , at the time of personal interaction.

Signature of Proprietors  
( With firm's Seal)

Place :

Date :